

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Forthcoming Off-Site ISB Meeting

(6-7 NOV)

DDA/REG
LOGGED

FROM:

Director of Communications

EXTENSION

NO.

OC-0994-86

DATE

17 October 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA / EXA
7 D 18 Hqs

22 OCT 1986

10/20

JK

2. MS / DA

3. DDA

23 OCT 1986

WHD

4. ADDA

24 OCT 1986

[Signature]

5. DDA (return to me)

12 NOV 1986

NL

7. DDA REG.

DDA/REGISTRY

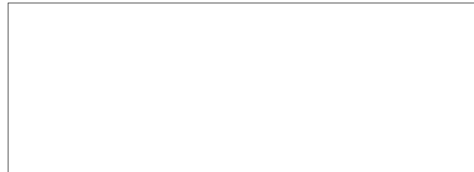
FILE: 100-20

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OC-0994-86
17 October 1986

25X1 MEMORANDUM FOR:
Office of the Executive Director
25X1 FROM:
Director of Communications
SUBJECT: Forthcoming Off-Site ISB Meeting

25X1 I have attached several papers outlining thoughts I plan to
put forth in the subject discussions. I didn't know whether you
would want to distribute them beforehand or not. Over to you.



Attachments:

- A. Key Elements of Information Policy
- B. Information Management and Planning

cc: DDA w/att
D/OIT w/att

Downgrade to UNCLASSIFIED
Upon Removal of Attachments

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Key Elements of Information Policy

1. The information handling policy of this Agency should encompass all data processing, telecommunication and record management systems.
2. There must be an ultimate authority for information handling policy and management within the Agency.
3. The information handling process within the Agency must be integrated into a single system including but not limited to requirements, planning and budgeting, and overall management.
4. The worldwide implications and needs of the process must be assessed and acted upon now.
5. The limitations imposed on the process by external customers must be recognized and accommodated, i.e., the impact of external SAFE and DESIST customers on the data processing process and NCS, NSA, etc., on the telecommunications process.

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Information Management and Planning

(One Approach)

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Premise

1. Our primary product is aforeknowledge - intelligence.
2. Aforeknowledge is usually in form of information/data - normally recorded on various media.
3. Info only has value if it has time and place utility - it must be in hands of right person at right time and in form that is understandable.
4. Telecommunications provides the time and place utility. Data processing provides the analytical tools to give meaning to the information.
5. There is a continuity of process from the collector to the analyst, i.e., the information process extends from the DO or DS&T collector through OC and OIT to the DI analyst, and publisher, and external consumer.

Problem

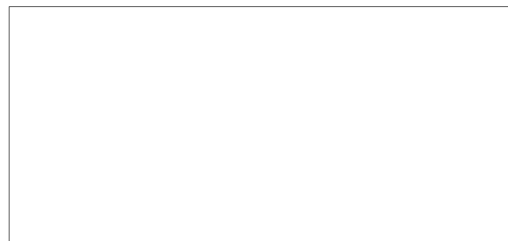
We have traditionally viewed these information functions (collection, communications, data processing and dissemination) as autonomous with independent management, career services, planning, and programming.

One Solution

Work towards integrated management systems for requirements definition, planning, programming, and senior personnel management including rotation and development while leaving current office structures and operational management alone for the immediate future. (DA has already started this effort between OC and OIT.)

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How

1. Identify a single point of authority for information handling policy and management within the Agency.
2. Define a five year, integrated, systems plan including requirements, priorities, and current and planned projects along with associated costs and times.
3. With help of Comptroller, develop an integrated program/budget necessary to achieve system objectives and support the installed base.
4. Establish a group to jointly manage the development and assignment of senior officers working in the information handling arena.
5. Allow organizational changes to evolve over time based on real issues and priorities.